

ACTIVATION/MOBILIZATION CHECKLIST
DOCUMENTS YOU MUST BRING FOR ACTIVATION/MOBILIZATION
(As applicable for you and your dependents)

A. PAY / DIRECT DEPOSIT / ALLOTMENT

- ☐ Voided personal check or deposit slip (displaying bank address/telephone, bank routing/account numbers).
- ☐ Bank account information (bank address/telephone, bank routing/account numbers) for each desired allotment.
- ☐ Copy of current mortgage(s) (with principal/interest/tax/insurance breakdown) and documentation of one month's average utilities, OR copy of house or apartment rental agreement and documentation of one month's average utilities.
- ☐ Copy(s) of current child support agreement(s).
- ☐ If [Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC) (Clinical), Nurse Corps (NC)] certified copies or proof of the following:
 - ☐ Current license/certificate
 - ☐ Current BCLS, ACLS, PALS, etc.
 - ☐ Current demographic information if MC
 - ☐ Internship
 - ☐ Residency
 - ☐ Board certification in specialty or board certification qualifications.

B. SERVICE RECORD / PSD

- ☐ Certification of discharge/separation (DD-214) for all former periods of active duty.
- ☐ Your birth certificate or passport (for those deploying OUTCONUS).
- ☐ Birth, adoption or guardianship certificates for dependents.
- ☐ Social Security Numbers for self and dependents.
- ☐ Certified copy of marriage certificate for present marriage.
- ☐ Certified copies of documentation terminating any previous marriage (divorce/annulment/spouse's death certificate).
- ☐ Certification of full-time enrollment for self and college-age dependents from school registrar.
- ☐ Signed statement from licensed physician for dependent parent/children over twenty-one years of age who are incapacitated.
- ☐ Current DON Family Care Plan Certification (NAVPERS 1740/6).

C. SECURITY CLEARANCE

- ☐ Certified copy of naturalization papers.
- ☐ Names/addresses of personal/professional references (minimum of 3 each required).
- ☐ Names/addresses/dates of employment for the past ten years (or since graduation from high school).
- ☐ Names/addresses/dates of high school and college.
- ☐ Addresses and dates of all previous residences.
- ☐ Names/dates/places of birth for your parents and your spouse's parents.

D. LEGAL

- ☐ Location of current valid will.
- ☐ Copy of current power(s) of attorney (business arrangements/tax filing/child care/dependents medical emergency care/household goods and POV storage).
- ☐ Documentation to support potential legal issues, such as loss of college tuition assistance, loss of security deposit on lease, loss of employee medical benefits, etc.

E. MEDICAL

- ☐ Copy of most recent eyeglass prescription and extra set of eyeglasses. (**NOTE Contact lenses may not be authorized depending upon duty assignment.)
- ☐ Extra hearing aid/batteries.
- ☐ Documentation of significant medical/dental conditions not documented in military medical/dental records.
- ☐ Copy of prescription(s) issued by physician (or other documentation of approved medications). Minimum 90 days supply of medications.
- ☐ Documentation to support enrollment of exceptional family member in available Navy/DOD programs.
- ☐ Documentation of enrollment in TRICARE SELRES Dental Program (TSRDP).

F. PERSONAL

- ☐ Driver's license (to support issuance of government license).
- ☐ For those authorized POV travel, vehicle registration/insurance documentation.
- ☐ Documentation to support any claim delay and/or exemption.

**** NOTE:** If requirements listed above for Service Record/PSD and Security Clearance are already reflected in your service record, you do not need to bring additional documents.